

# OBSERVER REPORTS

## Board of Assessors

The Board of Assessors is a five-member body appointed by the Town Manager with the approval of the Board of Selectmen. It is responsible for matters related to property valuation for local tax purposes. The Board is also responsible for acting on abatement applications for property overvaluation and exemption applications filed by people who are qualified under State law for exemptions by virtue of being elderly, low income, disabled veterans or blind, or for the Community Preservation Fund Surcharge. State law requires that properties be valued at their "full and fair cash value." Every three years, a full revaluation must take place and be certified by the state Department of Revenue (DOR). Interim year adjustments are also subject to review by the DOR. 2007 was a revaluation year. Property values for each parcel in Town were established by the Town assessment department using market information based on transactions for the 2006 calendar year, parcel inspections and

professional services. The results of the revaluation were submitted and approved by the DOR in early 2008 and will be used to establish the property values for the FY09 tax year beginning July 1, 2008.

One warrant article is sponsored by the Board of Assessors at the 2008 Annual Town Meeting. State law allows cities and towns to double the state-set limits on certain statutory property tax exemptions. Approval of Article 13, Property Tax Exemption effectively doubles the amount of money that may be deducted from the tax bills of qualified applicants. The cost of the increase is carried in the Overlay Account, which is an account not subject to Town Meeting appropriation. Since 2001, Town meeting has voted affirmatively to take this action. The Finance Committee recommends affirmative action on Article 13. The article is expected to be on the Consent Calendar.

## Board of Health

The five members on the Board of Health are appointed for three-year terms by the Town Manager. The Board promotes, enacts, and enforces health rules and regulations in accordance with local bylaws and State law, and it is responsible for the overall stewardship of the public health of the Town.

Staff support for the Board is provided by four full-time employees in the Health Division. During the current year, a new Public Health Director was appointed. The employees are responsible for enforcing local and State statutes and regulations affecting public health. Their work includes:

- reviewing site plans for septic systems and issuing sanitation reports;
- inspecting restaurants, summer camps, beaches and pools, and hazmat storage sites;
- responding to public health issues as they arise.

In addition, the Health Division provides staff support to the Lincoln and Carlisle Boards of Health on a contract basis.

The annual appropriation for operating the Health Division is contained in the Town Manager's budget (line 5E, Article 7). The FY09 budget recommendation maintains

current staff levels and continues funding for the town's mosquito monitoring and control program. It includes increased funding for professional staff development

as well as funding for the development of a public health emergency response infrastructure to compliment other emergency response initiatives within the Town.

## Concord Housing Authority

**The** Concord Housing Authority was formed in 1961. It is a State agency and has five members, four of whom are elected and one member appointed by the Governor. Judith Lincicum is the CHA Director.

**The** Concord Housing Authority's first units were the senior housing rentals Everett Gardens on Everett St. These were constructed in 1964 with funding from federal, State, Town and private sources.

**The** Concord Housing Authority maintains 46 units of family housing throughout Concord and 88 units for senior citizens and disabled residents. All units are rented and payments are based on income. The CHA administration also sponsors 85 Federal Section 8 rental vouchers that are used by families in Concord and nearby towns. In addition,

CHA administers eight units in a residence on Thoreau Street that is managed by the Toward Independent Living organization.

**The** Amendolia property on Old Bedford Road was deeded to the CHA in 2007 and the development of two duplex homes on this property is expected to move forward in 2008. Funding for this project was recommended by the Community Preservation Committee and approved at the 2006 Town Meeting. An additional \$60,000 for design was approved under Article 33-A in the 2007 Town Meeting. The Concord Housing Authority has submitted a Planned Residential Development proposal to the Board of Appeals and anticipates approval in April 2008 with plans to move forward on construction later this year.

## Concord Housing Development Corporation

**The** Concord Housing Development Corporation (CHDC) is a non-profit housing corporation established by special legislation (Act Establishing the Concord Housing Development Corporation under Chapter 275 of the Acts of 2006) enacted Aug. 22, 2006 to preserve and create affordable housing in Concord. The CHDC is governed by a Board of Directors appointed by the Board of Selectmen. The Board of Selectmen may set policies and operating guidelines for the CHDC, but day-to-day operation is independent of the Board of Selectmen and the Concord Town Manager. The intent, however, is that there be a partnership between the Board of Selectmen and

the Board of the CHDC in furthering the affordable housing interests in Concord.

### Goals of the CHDC

The CHDC is expected to play a principal role in the Town's pursuit of Concord's housing goals, including:

- to maintain and increase a diversity of housing types and sizes to meet the needs of the Town and its traditionally diverse population.
- to increase the supply of affordable housing and preserve existing affordable dwellings.
- to enable people in changed circumstances to continue to live in Concord.
- to increase options that would allow

older residents to remain in their homes.

- to enable Town and school employees, children of Concord residents, and farm workers to live in Concord.
- to enable those of modest to medium income to live in Concord.

To that end, the CHDC works closely with all town boards, committees, and departments as well as the Concord Housing Authority, the Concord Housing Foundation and the Concord Housing Authority.

The Commission replaces the Affordable Housing Committee and is the organization responsible for working with the Town Planning Department and the Planning Board on affordable housing issues in Concord. It will be responsible for the development and annual update of the five-year affordable housing plan.

The long term responsibilities of the CHDC are quite broad, but relate to expanding and developing more affordable housing options in Concord. These include:

- making recommendations on a range of strategies for expansion or preservation of affordable housing.
- increasing the number of housing options by identifying possible private, Town-sponsored, or other public opportunities for affordable housing, and by assisting in the creation of these options. helping define what kind of data on affordable housing is useful and what kind of housing, housing inventory, demographic, and financial data the Planning Department should gather and make

available to the public.

- reporting annually to the Board of Selectmen regarding the state of housing affordability in Concord, opportunities, resources and barriers to affordable housing, and providing information on federal, state and local programs and/or regulatory changes.

- reviewing Town Meeting articles and presenting comments and recommendations on those related to affordable housing.

- entering into agreements with the Commonwealth, and federal, state or governmental agencies that relate to affordable housing.

- receiving and investing funds from the Town or other sources for use on behalf of its affordable housing programs.

- appearing before boards, commissions, departments or other agencies of Town, State or federal governments.

- employing contractors, architects, engineers, consultants, attorneys, accountants, or experts in construction or finance that may be necessary for the work of the CHDC.

One article on the Town Meeting warrant is related to the CHDC.

*Article 31, Item C:* The Community Preservation Committee is recommending the allocation of \$175,000 from CPA funds to be used to preserve the affordability of existing affordable housing units and to support the staffing and administrative needs of the CHDC.

## Concord Municipal Light Plant

The Concord Municipal Light Plant (CMLP), established in 1898, is one of 40 municipally owned electric utilities within Massachusetts. Audited financial reports of CMLP are filed with the Mass. Department of Public Utilities on a calendar-year basis. CMLP's municipal ownership is important to Concord residents because it provides the Town with stable rates and better service at a lower cost than neighboring towns. CMLP is a Town department overseen by the Concord Municipal Light Board. The Town Manager serves as the general manager of CMLP, hires the Superintendent and appoints the Light Board members. CMLP stewardship and oversight by the Light Board ranges from Department operations to holding rate-setting hearings. CMLP's financial results for the previous calendar year are included in the Town's financial statements for the Town's June 30 fiscal year. CMLP purchases power from outside suppliers and sells it to approximately 7,600 residential, commercial, and industrial customers and public agencies in Town. CMLP's supplier since 2002 is Constellation Energy Commodities Group, formerly Constellation Power Source, under a seven-year contract at very favorable rates. For 2007, the cost of purchased power is projected to represent about 74% of the total CMLP Operations and Maintenance expense. CMLP owns and maintains all buildings and infrastructure within the Town borders having to do with delivering electricity: headquarters, substations, wires and cables. Coordinating with other Town departments and as required by Town Bylaws, CMLP is installing conduit for underground wiring to replace older above-ground facilities. CMLP is structured as an Enterprise Fund. It is entirely self-supporting and requires no tax money. CMLP pays an admin-

istrative fee to the Town to cover the cost of CMLP's use of town resources; the FY09 budgeted administrative fee is about \$271,000. CMLP also makes an annual contribution to the Town as a Payment in Lieu of Taxes (PILOT), (Article 14.). This payment is based on the same formula as used to calculate the tax for investor owned utilities in the State, and is based on net plant value times the commercial tax rate; the FY09 budgeted PILOT is \$340,000. Capital expenses may be bonded by the issuance of Town bonds, which are supported by the Town's credit rating and backed by the Town, but dependent on CMLP revenues for interest and debt retirement payments. CMLP maintains its own budget and set of accounts. There is a separate Finance Committee public hearing for this and all other enterprise funds prior to Town Meeting.

### Overview of FY07

*Financial Results.* Sales for calendar year 2007 were 181,689 MWH, compared to 177,704 MWH in 2006. This is an increase of about 2.2 percent. Revenues increased from \$18,482,074 in 2006 to \$19,435,300 in 2007. After expenses, the Net Income From Operations was \$1,700,962 for 2006 vs. \$698,332 for 2007. The results for 2007 are an estimate and exclude any effect of unbilled sales.

### Preparing for the Future FY08 and Beyond

*Future Power Supply.* The major challenge of CMLP for 2007 has been to find alternative power supplies for the period starting Oct. 2009. The CMLP current power supply contract with Constellation Energy that affords Concord a below market cost supply of electricity ends Sept. 2009. A second challenge is how to prepare for the expected substantially higher rates associated with new contracts.

CMLP is aggressively pursuing alternative wholesale power generation sources from diversified alternative sources to supplement/replace its existing supply. These include: Russell Wood Fired Plant and municipal projects in Taunton and Braintree. A contract was signed with Morgan Stanley to provide energy from October 2009 through 2012, and a longer-term contract has been signed with Braintree. In addition, a contract for capacity only (no energy) from June 1, 2010 through May 31, 2015 has been signed with Dominion Energy Marketing, Inc. With the help of their consultants, CMLP staff continues to look at other viable projects. It is estimated that CMLP's power usage for the 2009-2012 period will be about 190m kWh per year: 100m kWh will be provided under the Morgan Stanley contract; about 30m kWh will come from the Braintree contract; and the remaining 60m kWh will either come from the spot market, other sources or short term contracts.

*Stabilization Fund.* CMLP has established a stabilization fund to buffer future rate increases after the Constellation contract expires Sept. 2009. Increased fuel and transmission costs are driving up the market rate of electricity so that future rates after 2009 are very likely to be substantially above CMLP's current contract rates. During 2007 the stabilization rate was 1 1/2 cents per kWh; as of Feb. 2008 the rate was increased to 2 cents per kWh. At this rate the stabilization fund will equal about \$11 million by 2009.

*Sustainable Energy and Conservation.* Additionally, CMLP is seeking power from sustainable energy sources such as the Acton Hydro Dam project, the Berkshire Wind Farm and several other hydro and wind projects. CMLP had a budget for energy services and conservation of \$207,000 for 2007. Ener-

gy services include: energy conservation promotions and audits, light bulb rebates, fund of Concord Conserves, electric thermal storage heat rebates, key account energy audits, residential conservation services, electric safety school programs, safety Saturday with the police and new web sites aimed at energy conservation and electric safety. CMLP is also sponsoring a solar PV demonstration project in the amount of \$12,500, half of the of estimated cost.

CMLP has offered participation in the new Willard School energy efficient design: passive lighting 16 year payback at current electricity rates; ice cooling, run freezing unit during night, fan cooling over ice during day—objective: to reduce peak usage during the day.

#### *System Improvement,*

*underground cabling :* The objective of the underground project is to replace old underground electric cables and conduit and also to install facilities that would allow telephone and cable TV wires to be placed underground. The Main St. conduit construction phase for the project was completed in 2003. New electric switchgear and cable from the substation to the railroad were completed in 2004. Electric cables from the railroad to the library were completed in spring 2005. The balance of the cables were completed in 2006. During 2007, cables were installed to service buildings along Main, Stow and Everett streets. This project will be completed in 2008.

**A** new project will be started in 2008 and will encompass the area between Thoreau and Walden streets from Main St. towards Route 2. The conduit and manhole system from electric and town communications will be installed in 2008 with cables being installed thereafter.

*Telecommunication Proposal.* In 2002, the Telecommunications Study Committee reported to the Board of Selectmen proposing a municipally owned telecommunications network under which CMLP would offer cable television services to Concord customers. Authorization was approved at two Town Meetings, 2003 and 2004. This approval does not require CMLP to act, but only authorizes it to do so if investigation indicates that it is a desirable and viable program. Other telecommunications services such as the internet do not require such a vote.

During 2006, CMLP issued a Request for Proposals to find a partner to help establish a Broadband over Power Line (BPL) telecommunications system to provide internet and voice over IP telephone services to residents and businesses in town. After evaluating the one proposal received, CMLP is currently looking at the business case of establishing a BPL system under a different scenario than contained in the RFP.

*Fiber Optic Networks.* In 2004, CMLP completed a fiber optics communications ring linking the town buildings. This ring provides redundant service to most of the town buildings and is a significant improvement over the old fiber optics system that had been in use since the early 1990's. CMLP also installed the fiber optic cable linking the seven schools, providing them with a more reliable, modern and cost effective telecommunications network. The schools lease these facilities.

*Remote Meter Reading.* CMLP began installation of a drive-by radio remote meter reading system in 2006. Installation of the total system for electric and water meters is expected to take three years. The system is working as planned and helps to make meter reading more accurate and CMLP more efficient. It will also allow collection of data leading to helping to reduce losses.

*Tax Relief Fund.* At the request of the Senior Citizens Tax Relief Committee, the CMLP Board approved a discount electricity rate of 30% for those low-income individuals who qualify. Currently, about 65 people qualify for discounts totaling about \$15,000 for 2007.

### **Warrant Articles for Town Meeting**

#### *Article 14. Light Plant Payment in Lieu of Taxes (PILOT)*

To determine whether the Town will vote to authorize a transfer of \$340,000, or any other sum, from the Operating Fund of the Light Plant to be used by the Board of Assessors to reduce the tax levy for the fiscal year ending June 30, 2009, or take any other action relative thereto.

CMLP has paid the town a PILOT of \$340,000 for the last several years. The amount of the payment is based on largest amount ever paid or the tax rate times the net plant as of June 30th, whichever is greater. This approach adds stability to the Town's budgeting process. This is a routine article, normally on the Consent Calendar

#### *Article 15. Light Plant Expenditures*

To determine whether the Town will vote that the income from sales of electricity, and from servicing and jobbing during the ensuing fiscal year together with the balance of operating cash in the Light Plant Fund, be expended without further appropriation under the direction and control of the Town Manager for the expenses of the Light Plant for said fiscal year, as defined in Section 57 of Chapter 164 of the Massachusetts General Laws and Acts, and amendments thereof and additions thereto; and/or for other plant extensions, enlargements, additions, renewals and reconstruction, or take any other action relative thereto. This is a routine article, normally on the Consent Calendar.

## Personnel Board

**The** Personnel Board is appointed by the Board of Selectmen and oversees personnel policies for all non-union Town employees, approximately 200 employees or 15% of the Town's total workforce. The Board implements personnel bylaws, policies, and procedures. Responsibilities include review of compensation plans, job classifications, and incentive plans.

**Staff** support for the Board is provided by 2.8 employees in the Personnel Department overseen by the Assistant Town Manager. During 2007, the Personnel Department provided services to approximately 650 regular, limited, and temporary employees as well as 325 retirees. This number does not include employees of the Concord Public Schools. Its major effort during 2007 was managing the comprehensive study of the Town's Classification and Compensation Plan.

**The** Personnel Board initiated the comprehensive classification and compensation study in January 2007 to analyze and evaluate the requirements of all positions in the classification system and to review the compensation schedule for comparability with similar towns in Massachusetts and positions in the private sector. That study has now been completed, the results of which will be presented to Town Meeting in Article 5.

*Article 5* establishes a new classification and compensation plan for all regular-status non-union positions. The classification portion of the plan includes fewer grade levels than what is currently in place and sets up three new classification groups for certain electrical and recreational positions which are unique to the Town. The compensation portion of the plan establishes salary ranges that are intended to uphold the Town's tradition of maintaining ranges that are above average (roughly the 85th percentile)—not top—among comparable municipalities. Article 5 does not control how much money will be allocated to employee salaries and salary increases in FY09. Funding for all salaries is determined by the Town Budget under Article 7.

*Article 6* proposes that the Town amend the Personnel Bylaw regarding holiday pay by adding language authorizing the Town Manager and Personnel Board to establish different holiday policies for employees who work in the Beede Swim and Fitness Center or other operations that remain open when Town offices generally are closed. This bylaw amendment is proposed in response to the unique needs of the Beede Center, which does not operate on the same schedule as other Town operations.

## Public Works Commission

The Public Works Commission consists of five members appointed by the Town Manager for staggered three-year terms. The Commission advises the Town Manager, the director of Concord Public Works (CPW), the Planning Board, and other Town boards on matters that concern Town water, sewerage, solid waste, drainage and roads. The Commission is responsible for setting policy and rates schedules for water, sewer, and solid waste services, and approves minimum standards for and the final layout of Town roads.

The annual budget for operating CPW operations is contained in the Town Manager's budget (items 18 to 28 of Article 7). The FY09 recommendation of \$3,234,292 represents a 0.2% decrease over FY08. The highlights of the FY09 recommendations include:

*Administration (Item 18)*  
a 0.2% increase in operating cost.

The administration item shows an increase in operating cost even though the General Fund appropriate is budgeted to decrease 7.1%. The reason is a \$20,557 increase in the Solid Waste Fund credit to support 50% of one of the division's administration assistant positions. A second administrative assistant dedicates five hours a week working on the Town's web site, which is funded through the Information Systems account (Item 10). All other categories either decrease or remain the same.

*Engineering (Item 19)*  
a 4% increase in operating cost

\$16,000 is budgeted for monitoring expenses at the landfill site, previously in the Solid Waste Fund budget. The Capital Outlay budget includes \$86,000 for design and construction of a Main St. retaining wall, \$30,000 for traffic signal replacement, and \$27,000 for Geographic Information System continuing development.

*Highway Maintenance (Item 20)* a 1.9% increase in operating cost.

\$21,340 of the composting site labor and maintenance expense formerly budgeted in the Solid Waste Fund is now in the highway budget. \$7,000 of this expense is offset by a one-time contribution from the remaining balance in the Solid Waste Fund. Other support is provided by the Water and Sewer Fund for fleet maintenance and trenching activities (\$18,428) and by the curbside program for Drop-Off Day assistance (\$1,100). Other significant changes include \$15,350 decrease in crack-seal estimate and a \$10,000 increase in catch basin cleaning.

*Snow & Ice Removal (Item 21)*  
a 1.6% increase in operating cost.

This is based on a 10-year average of actual expenditures. The increase in the cost of salt (27% higher than FY07) has added to this increase.

*Parks & Trees (Item 22)*  
a 6.9% increase in operating cost.

The budget increase represents the addition of one full-time position for playing field maintenance. Funding for this is provided by a private sports organizations. Other expenses are partially supported by \$30,000 from the Recreation Fund and the school budget.

*Cemetery (Item 23)*  
a 3.2% increase in operating cost.

The Cemetery Fund provides 71%, the General Fund 29%

*Street Lighting (Item 24)*  
a 10% decrease in operating cost

The savings are attributed to the removal of 30 lamps, and downsizing others, a slightly lower cost of electricity, and new energy-efficient LED lights for the holiday lighting.



*CPW Equipment (Item 25)*  
*a 4.9% increase in operating cost.*

The recommended appropriation is consistent with the annual reinvestment needed to maintain inventory in good condition. The plan includes two two-ton dump trucks, a front-end loader and a field mower.

*Drainage Program (Item 26)*  
*a 34% decrease in operating cost.*

This reduction reflects the diversion of funding to sidewalk and structural wall improvements along Main St. at Old Stow Rd.

*Sidewalk Management (Item 27)*  
*No increase over FY08*

New sidewalks are on hold because of

budget constraints.

*133/135 Keyes Road (Item 28)*  
*a 2.7% decrease in operating cost.*

A decrease of \$3,700 in electricity and natural gas estimates account for most of the reductions.

One of the major issues facing the Town in the coming years is the Waste Water Treatment Plant. The plant is limited to treating and discharging 1.2 million gallons per day (mgd). That limit has been reached (with current and committed connections). This issue is being studied by the Board of Selectmen in consultation with the Planning Board and Public Works Commission.

## Recreation Commission

The Recreation Commission is appointed by the Town Manager and is responsible for setting policy directions for the Concord Recreation Department. The Recreation Department operates a number of programs that meet the year-round interests of the community. Major services include preschool and after-school care serving children between the ages of three and eleven, summer activities including day camp that serves 450 children, sports programs for children and adults and the Beede community Swim and Fitness center that opened in May 2006. The programs and their operations follow.

### The Beede Center

The Beede Center, located across the driveway from Concord-Carlisle High School, is a 34,000 square-foot swim and fitness center with four pools and two fitness rooms. The \$10 million facility was developed and privately funded by a non-profit community group, CC Pools. January 2007 CC Pools paid off all debt on the facility and donated it to the Town.

The Beede Center is operated as the Swim and Fitness Center Enterprise Fund, established by a 2005 Town Meeting vote. As an Enterprise Fund, the Beede Center has an accounting structure whereby membership fees and other income support all expenses. That structure also allows the Beede center to depreciate its assets and build up capital reserves for routine maintenance and future capital expenses. In short, it allows the Town to operate the enterprise without depending on tax support.

Now in its second year, the Beede Center continues to be a popular and vital community resource. Membership is strong, with a high percentage of renewals from last year along with many new members. The swim and fitness programs have been very successful and have met revenue projections. By many measures, including financial, operational statistics, range of programs the Beede Center is doing very well. The community is fortunate to have such as resource and the Finance Committee is grateful to all of those who have made this possible.

## Looking ahead

From an operational standpoint, the Center is expected to continue its strong performance. The staff monitors programs, adding to them or adapting them to the needs of the membership. One area of concern is that the initial budget projections for the Center included an Endowment Fund of \$1.5 million. Due to intervening events, this Endowment Fund is actually \$300,000. Because the Center is new and the financial track record is short, the Commission and the Recreation Director have some concerns about the availability of funds for major unforeseen future needs. The Commission and Director will monitor this and track finances closely.

The Enterprise Fund budget for the Beede Center is covered in Article 21 of the Warrant for 2008 Town Meeting. The Finance Committee recommends affirmative action on this article.

## Child and Adult Recreation Department Programs

Child care services sponsored by the Recreation Department include the Carousel Preschool operated at the Harvey Wheeler center and after school and school vacation care operated At Harvey Wheeler and at the Hunt Gym. In addition, the Recreation Department runs a summer day camp program at the Hunt Gym and on Emerson Field. User fees support these services, but the department offers scholarship assistance to families in need in excess of \$25,000 for the school year programs and \$100,000 for the day camp. Funding for the scholarships is raised annually from individuals and local organizations, including the Concord Carlisle Community Chest, the Lions Club, and the DiGiovanni Family Trust managed by the Trustees of Town Donations. The Concord Open Golf Tournament, held at Nashawtuc Country Club, raises over \$30,000 for the scholar-

ship fund. Other community events, such as the popular Shamrock Ball also contribute scholarship funds.

The Recreation Department organizes and supports several popular community wide events including the Fourth of July Picnic in the Park and Minuteman Classic Road Race, the West Concord Family Festival Parade and the Concord Carlisle Community Chest Triathlon. In addition to its own programming the Recreation Department works with other sports organizations in Concord to provide and coordinate space on the playing fields.

## Looking ahead

The new playing fields, approved at the 2007 Town Meeting, will be operational in May 2008. The fields were funded by a combination of funds from the Town Manager's Capital Budget, CPA funds and private donations. User fees and private donations will pay for the upkeep of these fields. The fields will provide much needed space for the vibrant sports programs and relieve the over use of existing fields. This project is an example of leveraging public funds with other resources to accomplish a goal that would have been difficult to achieve by any single one of the funding entities.

September 2008 all-day kindergarten will begin in Concord. Initially the program will be all day on Monday, Wednesday and Friday. This will have an impact on the after-school programs offered by the Recreation Department. The Commission and Director will monitor this in the coming year.

The proposed budget for administration and maintenance of the Hunt Gym as well as the 105 Everett Street building are included in the Town Manager's budget. Recreation programs are self-supporting and are funded through user fees. The Finance Committee recommends affirmative action on this budget.

# Willard School Building Committee

The April 2006 Annual Town Meeting authorized \$1,840,000 for the design of a new Willard elementary school building. The design was brought to the Special Town meeting Nov. 5, 2007, with a recommendation for a construction authorization of \$29.4 million. The warrant article passed and a Town-wide ballot Nov. 14, 2007 approved the exclusion of this debt authorization from the property tax levy limit. The Willard School Building Committee completed the bid documents and specifications for an April 1, 2008 bid date.

During calendar year 2007, the Building Committee met on a regular basis, twice monthly on the first and third Wednesdays. In addition to committee members, the meetings were usually attended by citizens, the project manager from Daedalus Projects, Inc. Sean Fennell, and representa-

tives of the architectural firm, The Office of Michael Rosenfeld (OMR). Representatives of OMR usually included Michael Rosenfeld, Martin Kretsch, Chuck Koehler and Jon Richardson.

The committee is in the process of distributing plans and specifications to subcontractors and general contractors. This is the first project for which a pre-qualification process has been used by the Town for both subcontractor and general contractor prospective bidders, in accordance with State legislation (Chapter 193 of the Acts of 2004) applicable to all building projects exceeding \$10 million. The Committee expects to recommend a general contractor to the Town Manager by April 15, 2008. Construction is set to begin by the end of April. The opening of the new school is scheduled for Sept. 2009.

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## Willard School Project Budget

Est. construction cost . . . . .	\$ 24,300,000
Architectural services . . . . .	2,400,000
Project management services . . . . .	456,000
Technology equipment . . . . .	611,273
Fixtures and furnishings . . . . .	611,273
Construction contingency . . . . .	1,215,000
All other . . . . .	<u>431,454</u>
Subtotal . . . . .	\$30,025,000
Bidding contingency* . . . . .	<u>\$ 1,215,000</u>
Grand total . . . . .	<u>\$ 31,240,000</u>

Design funds voted at 2006 Annual Town Meeting: . . . . . \$ 1,840,000

Construction funds voted at  
 Nov. 5, 2007 Special Town Meeting: . . . . . \$29,400,000

\* Note: the bidding contingency is available only in the event and to the extent that the lowest eligible general contractor bid exceeds the estimate of \$24.3 million.

# CONSENT CALENDAR

## ARTICLE 2

Mr. Anzer moves: that the 2008 Annual Town Meeting advance for consideration Articles 13, 14, 15, 16, 18, 19, 20, 21, 47 and 48 and take action on such Articles without debate on any of such Articles, provided that upon the request of five voters at this Meeting, made before the vote is taken on this motion, an Article shall be dropped from the Consent Calendar and shall be acted upon in the ordinary course of business at this Town Meeting.

### **Article 13 Property Tax Exemption**

**Affirmative Action Recommended By:**

Finance Committee, Board of Selectmen and Board of Assessors

**Motion:** That the Town take affirmative action on Article 13 as printed in the Warrant.

**Reason:** routine (voted last year on consent calendar)

### **Article 14 Light Plant Payment in Lieu of Taxes**

**Affirmative Action Recommended by:**

Finance Committee, Board of Selectmen and Light Board

**Motion:** That the Town take affirmative action on Article 14 as printed in the Warrant in the amount of \$340,000.

**Reason:** routine (voted last year on consent calendar)

### **Article 15 Light Plant Expenditures**

**Affirmative Action Recommended by:**

Finance Committee, Board of Selectmen and Light Board

**Motion:** That the Town take affirmative action on Article 15 as printed in the Warrant.

**Reason:** routine (Enterprise Fund, voted last year on consent calendar)

### **Article 16 Road Repair Revolving Fund Expenditures**

**Affirmative Action Recommended By:**

Finance Committee, Board of Selectmen, and Public Works Commission

**Motion:** That the Town take affirmative action on Article 16 as printed in the Warrant, in an amount not to exceed \$120,000.

**Reason:** routine (revolving fund, voted last year on consent calendar)

### **Article 18 Sewer System Expenditures**

**Affirmative Action Recommended by:**

Finance Committee, Board of Selectmen, and Public Works Commission

**Motion:** That the Town take affirmative action on Article 18 as printed in the Warrant.

**Reason:** routine (Enterprise Fund, voted last year on consent calendar)

**Article 19 Improvement Fund Expenditures**

**Affirmative Action Recommended by:**

Finance Committee, Board of Selectmen, and Public Works Commission

**Motion:** That the Town take affirmative action on Article 19 as printed in the Warrant.

**Reason:** routine (Enterprise Fund Enterprise Fund, voted last year on consent calendar)

**Article 20 Water System Expenditures**

**Affirmative Action Recommended by:**

Finance Committee, Board of Selectmen, and Public Works Commission

**Motion:** That the Town take affirmative action on Article 20 as printed in the Warrant.

**Reason:** routine (Enterprise Fund, voted last year on consent calendar)

**Article 21 Beede Swim & Fitness Center Enterprise Fund; FY 2009 Budget**

**Affirmative Action Recommended by:**

Finance Committee, Board of Selectmen, and Recreation Committee

**Motion:** That the Town take affirmative action on Article 21 as printed in the Warrant.

**Reason:** routine (Enterprise Fund, voted last year without any questions being asked by overwhelming majority)

**Article 47 Proposed Legislation—Information to Voters on Ballot Questions**

**Affirmative Action Recommended by:**

Finance Committee, Board of Selectmen

**Motion:** Ms. Briggs moves that the Town vote to renew the petition to the General Court to adopt legislation authorizing the Town of Concord to send certain information to registered voters on Ballot questions.

**Reason:** non-controversial (voted in 2002 by majority vote, this motion simply renews petition)

**Article 48 Debt Rescission**

**Affirmative Action Recommended by:**

Finance Committee, Board of Selectmen

**Motion:** Mr. Anzer moves that the Town vote to rescind the listed unused borrowing authority originally authorized by Town Meeting in 2005.

**Reason:** non-controversial (this motion is to help keep the financial records of the Town up-to-date by rescinding the balance of the borrowing authority that was not used for the Emerson tennis courts and the Hunt Gym improvements)